

REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current position. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form. Supervisors must complete this form for each category of position in their organization and for individual employees as training requirements arise. Only the specific training necessary to perform the work should be documented on this form and maintained by the supervisor. See LMS-CP-4309 for the process description.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required.

ORGANIZATION					
Earth and Space Science Program Office (ESSPO)					
EMPLOYEE NAME					
ALL EMPLOYEES					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Immediate	30 minutes	N/A	
LMS Center Procedures (as applicable)	OJT	Immediate	30 minutes	N/A	
LMS Organizational Procedures (as applicable)	OJT	Immediate	30 minutes	N/A	
Overview of the ESSPO	On-the-job review	Within 2 weeks of employment	2 hours	N/A	
Calendar System	OJT	Immediate	30 minutes	N/A	
Eudora	OJT	Immediate	30 minutes	N/A	
IMPAC Credit Card (applicable to card holders and approvers)	Classroom	Immediate	3 hours	N/A	
Time and Attendance Entry	OJT	Immediate	30 minutes	N/A	
CLERICAL					
Electronic Purchase Request System	OJT	Immediate	1 hour	N/A	
LaRC Correspondence Log	OJT	Immediate	30 minutes	N/A	
Agencywide Filing System	OJT	Immediate	30 minutes	N/A	
Travel Guidance	OJT	Immediate	30 minutes	N/A	
Property Custodianship	OJT	Immediate	30 minutes	N/A	

Form Content Revision (date) _____

Time and Attendance Regulations and Submission	Video/Classroom	Immediate	3 hours	N/A	
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COTR

Contracting Officer's Technical Representative	Classroom	Within 6 months	5 Days	N/A	
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ACQUISITION MANAGERS

Headquarters ,Office Work Instruction HOWI 8310-SO19 Announcement of Opportunity (AO) for Science Missions	OJT	As needed prior to initiating solicitation or evaluation activity in a program	2 hours	Prior to initiating an activity in a new program	
Headquarters, Office Work Instruction HOWI 7120-S007 Program/Project Assessment	OJT	As needed prior to initiating a program assessment	2 hours	Prior to initiating an activity in a new program	

PROGRAM/PROJECT MANAGERS

Positive Technology Transfer (as applicable)	OJT	Immediate	1 hour	N/A	
7120.5A	OJT	Immediate	1 hour	N/A	